2. Access the Eligibility and Admissions Report

From the *MTCS Main Menu,*

- Use your mouse to click on the words 'MTCS Reports'
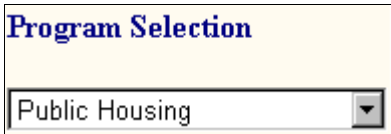
MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu,* you must select a single program type to view this report.

Single program types include:

1. Public Housing
2. Indian Mutual Help
3. Indian Rental
4. Section 8 Certificates
5. Section 8 Vouchers
6. Section 8 Moderate Rehabilitation

- Use your mouse to select a program from the drop-down box

Program Selection

Public Housing

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Eligibility and Admissions Report*, you must select either:

1. Housing Agency
2. Project (Public & Indian Housing only)

- Use your mouse to select a level of information

  ⊙ Housing Agency

* For detailed information on how to select a 'level of information,' look on the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Eligibility and Admissions Report

After you complete the 'level of information' selection,

- Click on the **'Report Menu'** button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Eligibility and Admissions Report*

  Eligibility and Admissions